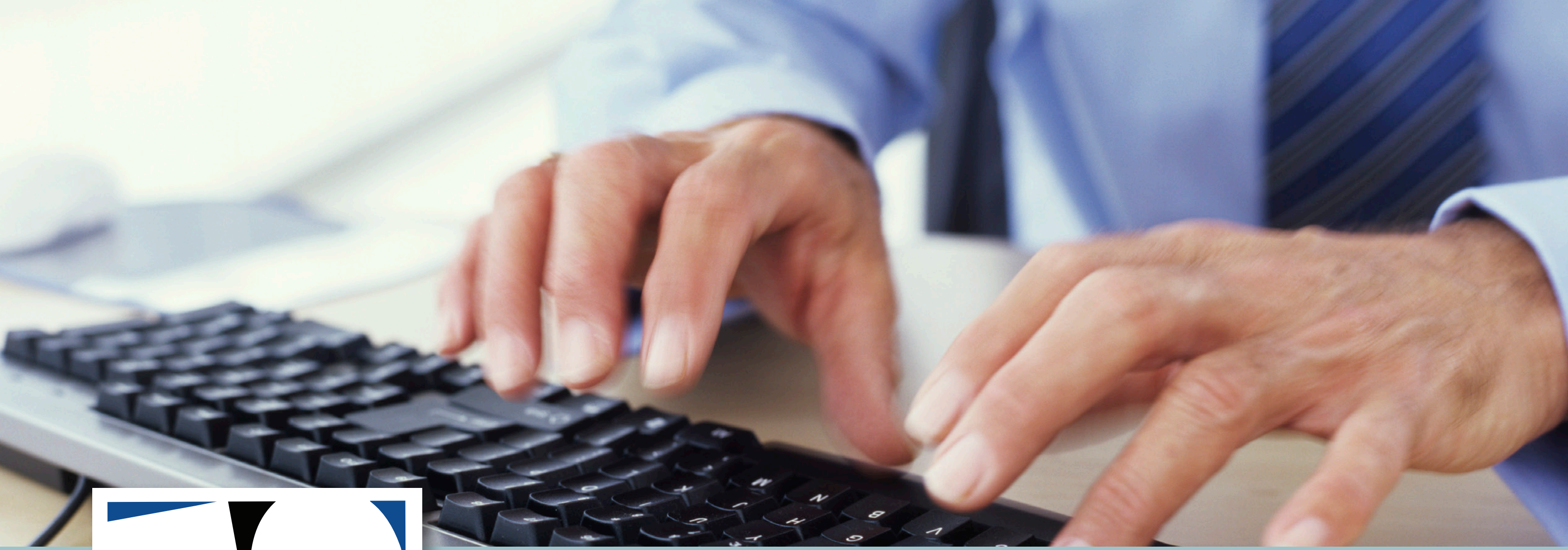

E2 Quick Start Guide

There are basic items that must be entered regardless of which areas of the system you plan to use. Here is a quick start guide that will help you get started entering live orders into the system. Refer to the checklist provided in the implementation guide.

GATHER DATA

Once you determine your conversion date, make sure you will have your converted data in time to go live. Gather data from your current system to enter into the E2 Shop System that is not getting converted. You need a listing of the following information as of the conversion date. If your company is converting the accounting it must be converted as of the last day of a month. Below are the required listings:

- Active Customers
- Active Vendors
- Active Employees
- Chart of Accounts
- Open customer orders
    - — Enter old job cost for open jobs (optional)
- Open Accounts Receivable
- Open Accounts Payable
- Trial balance (beginning balances for general ledger)

LOGGING IN

Once you have entered the initial unlock code you can log into the software by entering Supervisor for the User ID and Pass for the Password. You will be logged into the Sample Company provided with the software. You will need to create your New Company by going to Company Maintenance and clicking the new button.

Create User Security

Security in the Shop System can be as stringent or relaxed as you choose. The flexibility of the system allows you to control access to each menu item or report on a per user basis. The system administrator can set up a template for Security in Company maintenance. Once this template is set, any new employees set up as users will automatically have these access levels. Each individual user can have access tailored to the needs of the job being performed. Any access set at the user level will override the template in Company Maintenance.

Setting up New Users

User IDs must be set for every person using the system. Passwords can be set for the first time use then the user can change it to a password of their choice. One person should be set up as "Supervisor" to administer the system. This person will have access to all areas of the system and can maintain users and receive software updates.

Note: The system administrator shouldn't log in as supervisor for their daily functions, only when needing to do high level security items.

Company Maintenance – Default Button

There are a number of company default settings to be addressed. Listed below are a few settings that should be considered which have a great impact on the running of the E2 System.

- General Ledger
  - — Default Currency Code
  - — Default General Ledger Accounts
  - — Default Bank Codes

Note: These will be used when setting up Customer and Vendors. Reference the User Guide for further information regarding these settings.

Startup Checklist

Reference the Implementation Guide for the complete list of table information and open items to enter.

ENTER OPEN ITEMS

The following data must be entered to build the new system with data from your existing system.

- Customers
- Vendors
- Open Orders

Note: Accounting can be entered prior to starting Shop Floor or simultaneously.

- Set the Fiscal Year
- Open Accounts Receivable
- Open Accounts Payable
- Enter Beginning General Ledger Balances

Entering Customers

When converting to a new system is a good time to do house cleaning. Entering Customers is one of the areas to look at cleaning up. If your customer list was not converted from the existing system enter them as follows.

- Customers with an open Accounts Receivable (If using E2 Accounting)
- Customers with open orders
- Customers that you do a lot of business with (not covered in the first two)
- All others and new customers as they are needed

Entering Vendors

Like entering customers, entering vendors now is a good time to house clean. If you are not converting this vendor list enter them as follows.

- Vendors with an open Accounts Payable (If using E2 Accounting)
- Vendors with Open Purchase Orders to them
- Vendors you do a lot of business with (not covered in the first two)
- All others and New vendors as needed

Enter Open Orders

In entering your open orders you don't want to reinvent the wheel. Depending on your companies needs for costing will direct you on the amount of data that you will need to provide. You will want to turn off the Auto Post function and Auto Number function when entering Open Orders.

Enter Open Accounts Receivable

Open Accounts Receivable should be entered under A/R Billing. You will need a current open A/R Aging with the following information to enter this data:

- Invoice Number
- Customer
- Invoice Date
- Outstanding Amount open

The Part/Item number or quantity is not needed. The word "Conversion" can be used as the Part /Item Number. This will identify that it was from the old system and the information can be found there. The quantity would be 1 for the total remaining open due.

Enter Open Accounts Payable

Open Accounts Payable should be entered under A/P Vendor Invoices. You will need a current open A/P Aging with the following information to enter this data:

- Invoice Number
- Vendor
- Invoice Date
- GL Expense Account
- Outstanding Amount open